



DEPARTMENT OF THE NAVY
NAVY RECRUITING DISTRICT, NEW ORLEANS
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NAVCRUITDISTNOLAINST 3500.39D
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2 Mar 2015

NAVCRUITDIST NEW ORLEANS INSTRUCTION 3500.39D

From: Commanding Officer, Navy Recruiting District New Orleans

Subj: OPERATIONAL RISK MANAGEMENT (ORM) PROGRAM

Ref: (a) OPNAVINST 3500.39C

Encl: (1) Operational Risk Management (ORM) - FLOW CHART
(2) Operational Risk Management (ORM) - WORKSHEET

1. Purpose. To aid NAVCRUITDIST New Orleans personnel in making appropriate and timely safety/risk assessments, as it pertains to professional requirements and personal obligations; force careful and deliberate thought in finding ways to mitigate risks and implement measures appropriately. All members of a Station, Division, or District - have equal voice in raising Safety and Ethical concerns to the attention of others. Therefore, the most junior member of this command has a moral obligation to 'speak-up', confront superiors with solutions - when potential hazards exist; the supervisor and chain of command must have humility enough to listen and consider implementation options for ORM corrective actions. No one shall fear retribution from raising legitimate ORM concerns to the attention of this Command.

2. Cancellation. NAVCRUITDISTNOLAINST 3500.39C.

3. Scope. This instruction applies to all members of NAVCRUITDIST NEW ORLEANS. The Executive Officer is designated the ORM Manager.

4. Background.

a. Operational Risk Management (ORM) is an integral part of planning and execution within Department of the Navy (DoN) Commands. It involves training and planning at all levels in order to optimize operationally capability and readiness by teaching personnel to make sound decisions regardless of mission.

b. ORM shall be the way we do business; through leadership, accountability and integrity. Leaders at all levels are responsible for ensuring proper procedures are in place and appropriate resources are available. Only through open communication and establishing the proper command climate can ORM become effective.

c. Reference (a) is the governing directive for this instruction. Familiarizing oneself with reference (a) will further clarify the requirement and necessity of ORM.

4. Discussion. ORM may be described by some as applying metrics to "common sense" or "a sixth sense for danger". To some degree this is true, but to accept this simplistic explanation is a fools-folly. ORM is described in enclosure (1) of ref. (a), with several ORM examples provided. ORM is a method to identify hazards, assess risks and implement controls to reduce the risk associated with any work. In short, to apply ORM effectively, one has to put ones pride and ego aside, admit that their idea may not be the best, and ask prior to all events, "What could go wrong?" and "How can I prevent it?"

5. Implementation. ORM shall be used as follows:

a. ORM shall be used for, but not limited to, discussion/adjudication at Command Indoctrination; District Training; Production Meetings; Annual Awards Banquet Training and Stand-downs.

b. Use enclosure (1) to navigate ORM considerations for your planned evolution (as discussed in 5.a).

c. Use enclosure (2) to articulate in writing the hazard(s), and the solution for your hazard(s), for the assigned mission.

d. Enclosure (2) shall be used and kept on file by the supervisor (i.e. Recruiter to DCLPO) when:

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(1) The hazard has the potential to cause DEATH, INJURY, ETHICS VIOLATION, NEGATIVE PRESS, LOSS OF PRIVACY-ACT INFORMATION (i.e. SSN on stolen computers).

(2) There is a significant change in weather (i.e. Tropical Storm or Freezing precipitation).

(3) There are human factors (stress, fatigue, etc.)

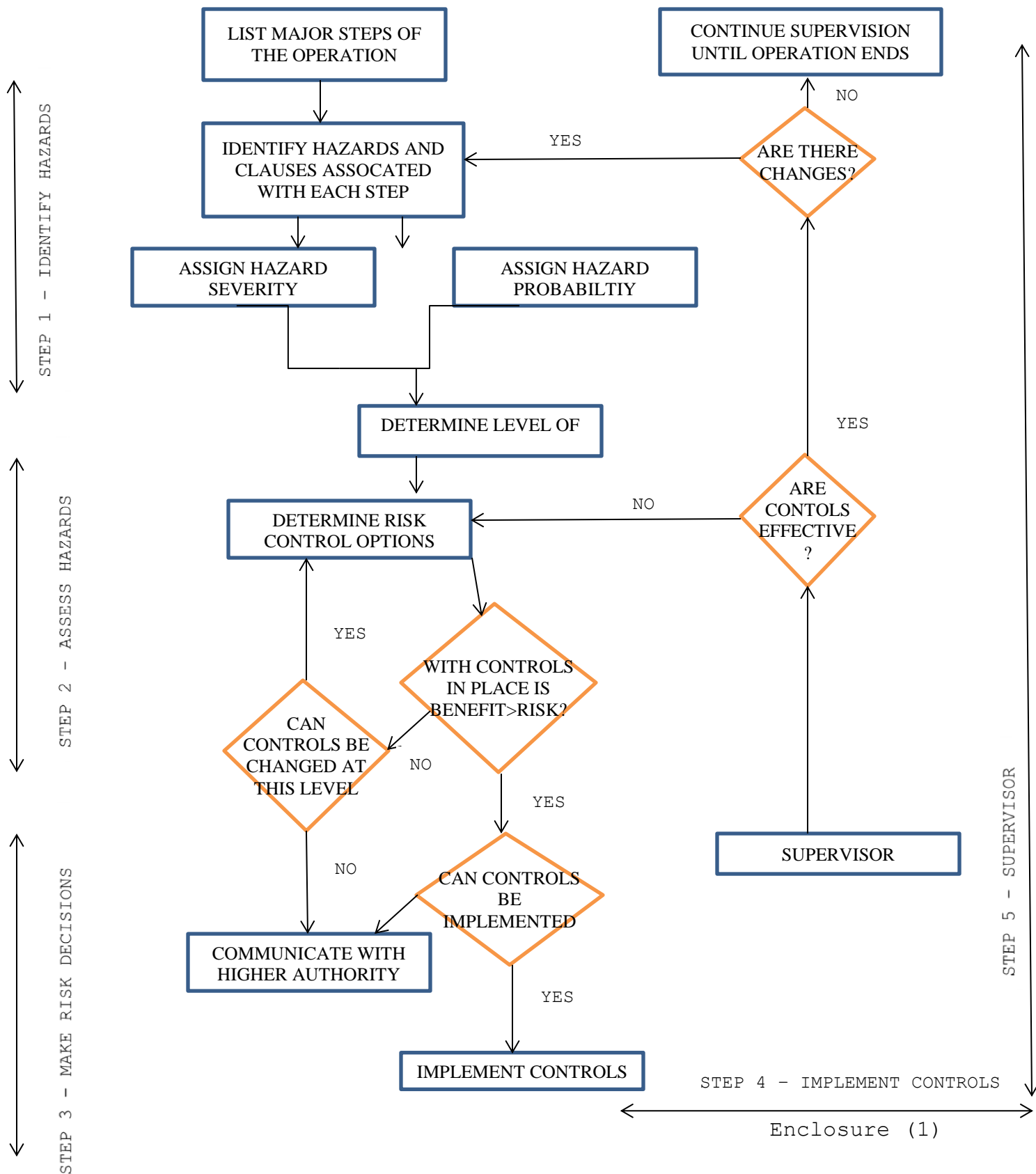
(4) Heightened Terrorist or Protester possibilities.

6. ORM is without Rank. As in Aviation, the most junior member of an aircrew (enlisted or officer) must say, "Knock-it-Off" to the mission commander when a situation appears to be unsafe or unethical. You are directed to have the moral courage to STOP what's not right.... and find solution to CORRECT the situation.

/s/
C. A. STOVER

Distribution List:
Electronic only, via
<http://www.cnrc.navy.mil/neworleans/>

OPERATIONAL RISK MANAGEMENT FLOW CHART



Mission:				Date Worksheet Prepared:			
Step 1. Identify Hazards			Step 2. Assess Hazards	Step 3. Make Risk Decisions		Step 4. Implement Controls	Step 5. Supervise
Operation Phases	Hazards	Causes	Initial RAC	Develop Controls	Residual RAC	How to Implement	How to Supervise
				Accepts Risks: Yes No Comm with higher: Yes NO		Lessons Learned	